



# **VIRGIN ISLANDS HOUSING FINANCE AUTHORITY**

3202 Demarara Plaza · Suite 200  
St. Thomas · U. S. Virgin Islands · 00802-6447  
Telephone (340) 777-4432 · Fax (340) 775-7913  
[www.vihfa.gov](http://www.vihfa.gov)

## **REQUEST FOR PROPOSALS**

for

### **ESTATE NAZARETH ROADS ADDENDUM II**

**RFP 003-2023-STT**

**Issue date:**

**March 9, 2023**

**Submittal deadline:**

**March 20, 2023**

**Contact person:**

**Afisha M. Hillocks**  
**Procurement/Contract Officer**  
**[ahillocks@vihfa.gov](mailto:ahillocks@vihfa.gov)**  
**(340) 772-4432 ext. 3233**  
**[www.vihfa.gov/procurement/solicitation](http://www.vihfa.gov/procurement/solicitation)**



*Unlocking the Door to Affordable Housing*

“CONFIDENTIAL SUBMISSION”

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REQUEST FOR PROPOSALS  
ESTATE NAZARETH ROADS  
**ADDENDUM II**

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**This addendum is issued to modify the previously issued RFP document and/or given for informational purposes and is hereby made a part of the RFP document. The Respondent must acknowledge the receipt of any and all addenda by completing RFP Cover Letter, Enclosure Document A. The following sections are hereby amended/added:**

### 12.0 REQUEST FOR PROPOSAL SCHEDULE

The deadlines associated with this RFP are further outlined:

RFP SCHEDULE	DATE	TIME
RFP Issue date	February 17, 2023	
Pre-proposal Conference	February 22, 2023	11:00 AM
Site Tour	February 22, 2023	1:00 PM
Final date to submit written questions	March 14, 2023	1:00 PM
RFP Submittal Deadline	March 20, 2023	4:00 PM

The VIHFA reserves the right to change the RFP schedule by issuing an Addendum at any time.

### 15.0 DELIVERY OF PROPOSAL PACKAGE

All responses to this RFP are to be submitted no later than **4:00 p.m. AST** on **March 20, 2023**. The VIHFA will **not** consider fax submission of a proposal. Proposal Package must be emailed to **procurement@vihfa.gov**.

The email subject line must be clearly marked **“ESTATE NAZARETH ROADS”**. The VIHFA will not consider fax submission of a proposal or email submissions received after the deadline and submissions submitted to the wrong email address.

Failure to clearly mark each proposal package with this information may cause the VIHFA to inadvertently open the proposals before official closing date and time. The VIHFA will log all received proposals with the date and time of receipt. Proposals received after the deadline will be considered **LATE** and will **not** be opened or considered.



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